



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

October 9, 2002

**COMPTROLLER'S MEMORANDUM 2002-30 AMENDMENT 1**

TO: ALL DEPARTMENT HEADS

FROM: Mary Alice Evans  
State Comptroller

A handwritten signature in cursive script that reads "Mary Alice Evans".

Subject: Amendment to E-Mail Storage Schedule to Conserve Resources

**Exemptions from 30-Day Storage of E-Mail.** The authority for approval of exemptions from the scheduled 30-day storage of e-mail messages for individual employees is delegated to department directors in cases where an employee is on leave longer than 30 days. No group exemptions are to be granted.

Deletion of e-mail messages for an exempted employee should be resumed as soon as reasonably possible; but in any case no longer than 30 days, after the employee's return to work.

Directors may encourage the use of the "Out of Office" message prompt within your departments to minimize the volume of casual e-mail when employees are on leave, trips, etc.

Directors may also encourage out-of-office access to e-mail accounts to reduce the need for exemptions to the 30-day e-mail storage policy in those cases where it is appropriate.